



**WEST END CORRIDOR**  
**CHAFFEY REGIONAL ADULT EDUCATION CONSORTIUM**

---

*Chaffey Joint Union – Chino Valley Unified – Fontana Unified – Upland Unified – Baldy View ROP  
Chaffey Community College*

**Meeting Minutes**

October 17, 12:30 p.m. Chaffey Adult School

- \* = Decisions to be made or action items  
\_\_\_ = Materials/documents provided

I. Welcome/Introductions

*Members present: Carl Hampton, Cindy Gleason, Aaron Dover, Todd Haag, Forest De Renzo, Matt Morin*

*Others: Dana Galloway (Program Coordinator;) Santiago Jackson & Alan Helfman (AES)*

II. Approval of Agenda\* *Moved: Cindy; Seconded: Aaron. Motion approved.*

III. Approval of Meeting Minutes from September 12, 2018\*.  
*Moved: Matt; Seconded: Forest. Motion approved.*

IV. Public Comment

*Alan Helfman, AES: Requested feedback on the idea of creating a requirement or incentive to locate career centers in or near all adult schools (programs.) There is a need for expansion of WIOA Title I partnerships. The group agreed that this would be beneficial. Alan will pass this information along to the state.*

V. Member Comment *None*

VI. Consent Items *None*

## VII. Meetings

October 18: Regional Data Training, San Bernardino (coordinate)\*

*The following team was sent to the meeting: Matt Morin, Jim Fillpot (Chaffey College;) Todd Haag, Sandra Palmerin (CAS;) Bev Hatch (CVAS;) Cindy Gleason (FAS;) Aaron Dover (UAS;) Forest De Renzo (BVROP)*

November 5, Retreat: 8 a.m. – 4 p.m., Claremont Club (Decisions to be made re: AES; use of facilitator; other attendees. Recommendation of steering committee.)\*

*There was agreement on retreat start and end times; no need to include other attendees besides members and Program Coordinator; interest in looking into using a facilitator.*

December 12: Regular meeting at CAS

## VIII. Debrief re: Consortium lead event, Sacramento, September 27 & 28

*The first day for new directors/leads was more useful and provided more concrete information than the second. There was no further guidance on the 3-year plan template, so the coming plan will involve a more creative, analytical approach to creating the plan than it did 3 years ago. Networking was beneficial as was hearing about what resources will be available to consortia when looking at regional needs and trends.*

*Cindy gave out notes from the last S. Bdo. Cty. WDB Local Plan Modification Planning Meeting as an example of questions that are being asked regarding adult learners.*

## IX. Finish p. 2 (#1,3) & 3 (#3) of 3-year planning questions

*This item was postponed in the interest of time. Dana will email the questions to the members and they will supply feedback by the end of next week.*

## X. Website

Update logo; add last year's agendas and minutes

*All necessary updates will be coordinated through Dana. Dana and Alan will communicate in order to work with Kimberly, the website developer.*

*Pictures and bios needed for Dana, Forest, Matt, Aaron\* CJUHSD Lithography director, Olivia Quintero, took pictures following the meeting. Bios are requested ASAP.*

## XI. Use of logo policy\*

Link to WECC website and AEP website

*Discussion and agreement that the WECC logo should not be used without permission, with the exception of school websites and member email signatures. In this case, there should be a "read more" option and a link to the WECC website.*

## XII. Data & Reporting group: What is its mission? Whom to include?\*

*There was agreement to pursue the formation of this group, and to include one person from each agency. This should be the main data and accountability employee. The group will interpret state reporting definitions and requirements, and advise the board. It should meet at least every two months, but this is TBD. Dana will follow up with invitations and coordination.*

XIII. Legislative Update

AES (Santiago Jackson)

*No recent legislative updates; AB2098 (Immigrant integration) is on the horizon.*

XIV. Approval of consortium-wide funds:

CASAS: Use a PO? Need to know who is going from each agency\*

*Per Todd, it is easiest to use a PO from your own agency if you want to register everyone at once.*

*Please turn in all other requests for reimbursement for the same event together. Funds to send staff to CASAS have already been approved.*

CCAIE State conference\* *See above; same system should be used. Funds to send staff will need to be approved at a future meeting.*

Data & Accountability funds: Renewal of Career Cruising for 2018-19\* (D & A funds extended through June 2019) *Motion to cover the cost of Career Cruising for the next 3 years using D & A funds and Chaffey College event, Nov. 1, made by Carl; Seconded by Aaron. Motion approved.*

*Question asked if D & A funds could be used for computers for students. It is mainly intended for expenses that are required or benefit the consortium as a whole. There may be additional consortium-wide funds available and this will be discussed at the upcoming retreat.*

Chaffey College Report to the Community: Nov. 1 Reserve a table?\* *Approved in same motion as Career Cruising, see above.*

XV. Deliverables:

2017-18 Q4 Expense reports in NOVA: *Certification by Todd will take place by Oct. 30.*

*(This is not quite finished due to problems with carryover amounts in NOVA. Members will be informed when they may begin working on 2018-19 budgets and work plans. Todd will give feedback to AEP regarding problems he has encountered.)*

2018-19 Member Budget and Work Plan: October 30 **See Sept. 14 webinar and PPT**

*There is a webinar on Oct. 19 regarding future reporting requirements in NOVA, including expense reports, budgets and work plans.*

Information Items- Announcements/Calendar of Events:

October 18: Data Unlocked training, San Bernardino Valley College

October 22-23: ASAP User's Conference

October 31: WIOA II/ACSA Meeting, Fontana Adult School

November 5: Consortium Retreat

November 16-17: CCAIE South Coast Section Conference, Palm Springs

February 7-8: CAEAA, Sacramento

February 22: EL Civics Conference, Anaheim (Jan. 18 in Pasadena)

**April 8-9: CCAIE Legislative Day, Sacramento**

April 25-27: CCAIE State Conference, San Diego

June 11-13: CASAS Summer Institute, Garden Grove, CA

*Upcoming Deliverables:*

October 30: Q4 member expense reporting in NOVA *certified by lead*

October 30: Member budgets and work plans

October 30: Q1 student data through TE (submit DIR)

November 30: Member budgets and work plans *certified by lead*

December 1: Q1 member expense reporting in NOVA

December 31: Q1 member expense reporting in NOVA *certified by lead*

XVI. Other

**Next meeting:**

**Retreat, November 5 (see below)**

*Claremont Club: 1777 Monte Vista Ave., Claremont, CA 91711 8 a.m. – 4 p.m., breakfast and lunch included*

**Materials: 3-Year Planning Questions**